

**MONTANA LOCAL TECHNICAL ASSISTANCE PROGRAM**  
**SECOND QUARTERLY ACTIVITY REPORT**  
**OCTOBER THROUGH DECEMBER 2002**

Prepared by  
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LOCAL TECHNICAL ASSISTANCE PROGRAM

Prepared for the  
STATE OF MONTANA  
DEPARTMENT OF TRANSPORTATION  
RESEARCH PROGRAM  
in cooperation with the  
U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION

The opinions, findings and conclusions expressed in this publication are those of the authors and not necessarily those of the State of Montana, Department of Transportation or the Federal Highway Administration.

## CONTRACT REQUIREMENTS

### *GENERAL*

The LTAP staff currently consists of Steven V. Jenkins, Director; Jeralyn Brodowy, Business Manager; Donnetta Bohrman, Program Coordinator and Michele Beck, Graphics Technician. All staff positions except the director serve LTAP and WTI.

### *Task A – Compile and Maintain a Mailing List*

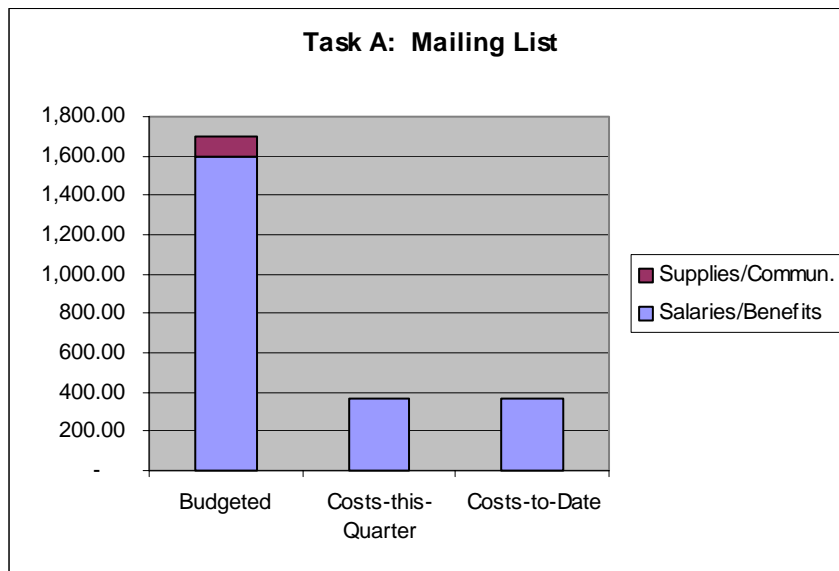
Changes to the mailing list this quarter came from quarterly newsletter and address change forms, workshops, and telephone calls to the LTAP Center. Table 1 provides a summary of all changes within the quarter.

**Table 1: Mailing List (as of December 31, 2002)**

Category	Prior Count	Additions Or Deletions	Current Count
Federal	202	0	202
State	251	1	252
County	371	-6	365
City	312	-8	304
Tribal	28	0	28
Private	341	-1	340
Other	38	0	38
<b>Total</b>	<b>1543</b>	<b>-14</b>	<b>1529</b>

Figure 1 and Table 2 show the amount of monies budgeted for this task versus the costs-to-date (in direct costs).

**Figure 1. Mailing List Budget vs. Costs-to-Date**



**Table 2: Mailing List Budget Summary**

Cost Categories	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$400.00	367.63	\$1,600.00	367.63
Supplies/Communications	25.00	0.00	100.00	0.00
<b>Total Direct Costs</b>	<b>\$425.00</b>	<b>\$367.63</b>	<b>\$1,700.00</b>	<b>\$367.63</b>

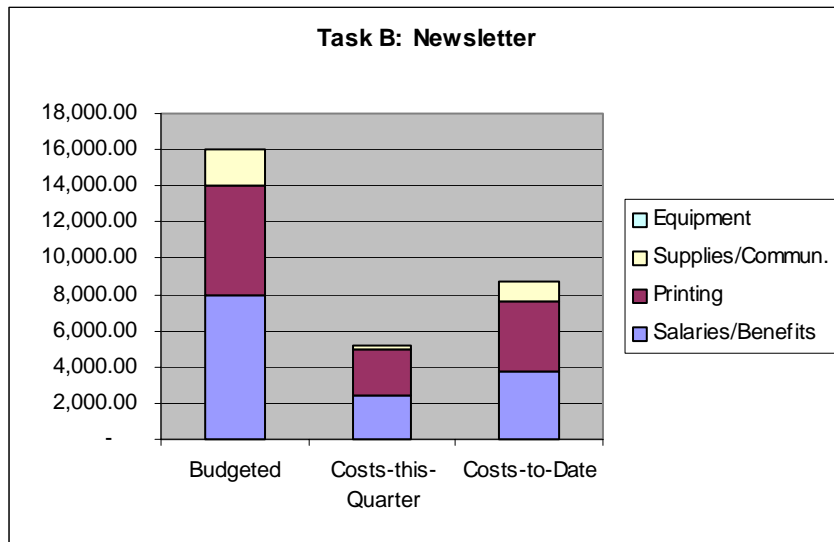
***Task B – Publish a Quarterly Newsletter***

The second quarterly newsletter (October, November, December) for 2002 was published in October 2002. It contained the following articles: Snow Rodeo, Calendar Insert, Pedestrian Safety and Publications/Videos/Software listings.

Approximately .2% of the Director’s time, .1% of the Office Manager’s time, 38.6% of the Graphics Technician’s time and .2% of the Program Coordinator’s time was spent publishing the Newsletter during this quarter.

Figure 2 and Table 3 show the amount of monies budgeted for Task B versus the costs-to-date (in direct costs).

**Figure 2: Newsletter Budget vs. Costs-to-Date**



**Table 3: Newsletter Budget Summary**

Cost Categories	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$2,000.00	\$2,478.24	\$8,000.00	\$3,802.09
Printing (professional svc.)	1,500.00	2,493.61	6,000.00	3,782.70
Supplies/Communications	500.00	227.39	2,000.00	1,125.96
<b>Total Direct Costs</b>	<b>\$4,000.00</b>	<b>\$5,199.24</b>	<b>\$16,000.00</b>	<b>\$8,710.75</b>

### ***Task C – Provide Technology Transfer Materials***

The number of publications mailed this quarter is listed, by category of requesting party, in Table 4.

**Table 4: Publications (October 1 to December 31, 2002)**

	<b>FHWA Publications</b>	<b>SHRP Publications</b>	<b>Other Publications</b>
Federal	5	-	216
State	3	-	18
County	25	-	789
City	10	-	97
Tribal		-	
Private	1	-	10
Other		-	
<b>Total</b>	<b>44</b>	<b>-</b>	<b>1130</b>

Software mailed this quarter is shown by category of requesting party in Table 5.

**Table 5: Software (October 1 to December 31, 2002)**

<b>Agency</b>	<b>Orders Per Agency</b>	<b>Total Software Sent</b>
Federal	-	-
State	1	1
County	1	2
City	-	-
Tribal	-	-
Private	-	-
Other	-	-
<b>Total</b>	<b>2</b>	<b>3</b>

The total number of videotapes mailed this quarter by category of requesting party is shown in Table 6.

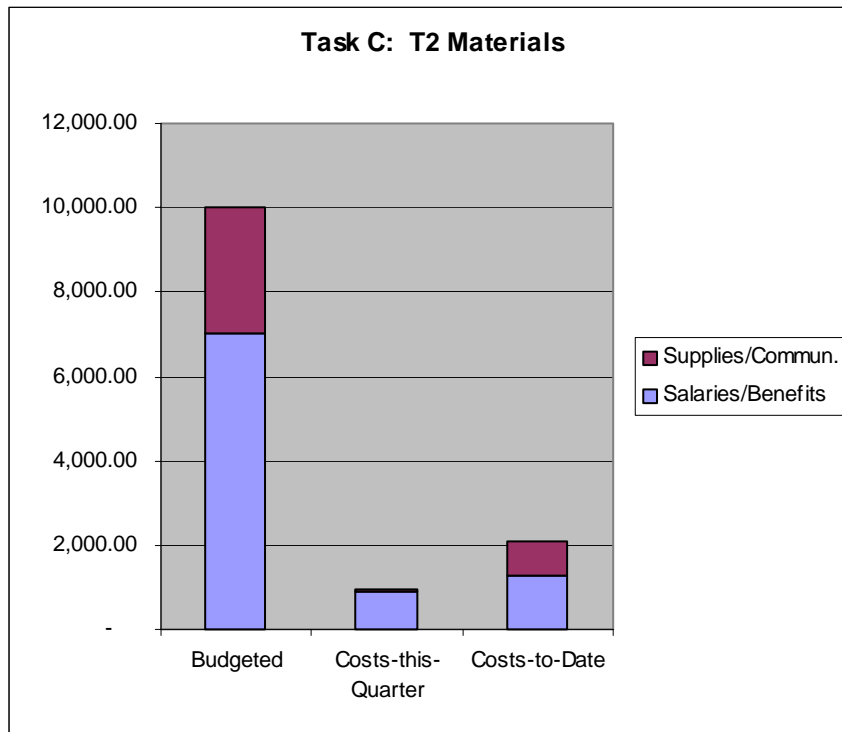
**Table 6: Videotapes (October 1 to December 31, 2002)**

<b>Agency</b>	<b>Orders Per Agency</b>	<b>Total Videotapes Sent</b>
Federal		
State	5	8
County	16	33
City	1	5
Tribal	2	6
Private	7	8
Other		
<b>Total</b>	<b>31</b>	<b>60</b>

Approximately 1.3% of the Program Coordinator's time and 19.6% of the Graphic Technician's time was spent on this task during the quarter.

Figure 3 and Table 7 show the amount of monies budgeted for Task C versus the costs-to-date (in direct costs)

**Figure 3: Technology Transfer Materials Budget vs. Costs-to-Date**



**Table 7: Technology Transfer Materials Budget Summary**

Cost Categories	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$1,750.00	\$ 924.78	\$7,000.00	\$1,293.94
Supplies/Communications	750.00	25.30	3,000.00	775.49
<b>Total Direct Costs</b>	<b>\$2,500.00</b>	<b>\$950.08</b>	<b>\$10,000.00</b>	<b>\$2,069.43</b>

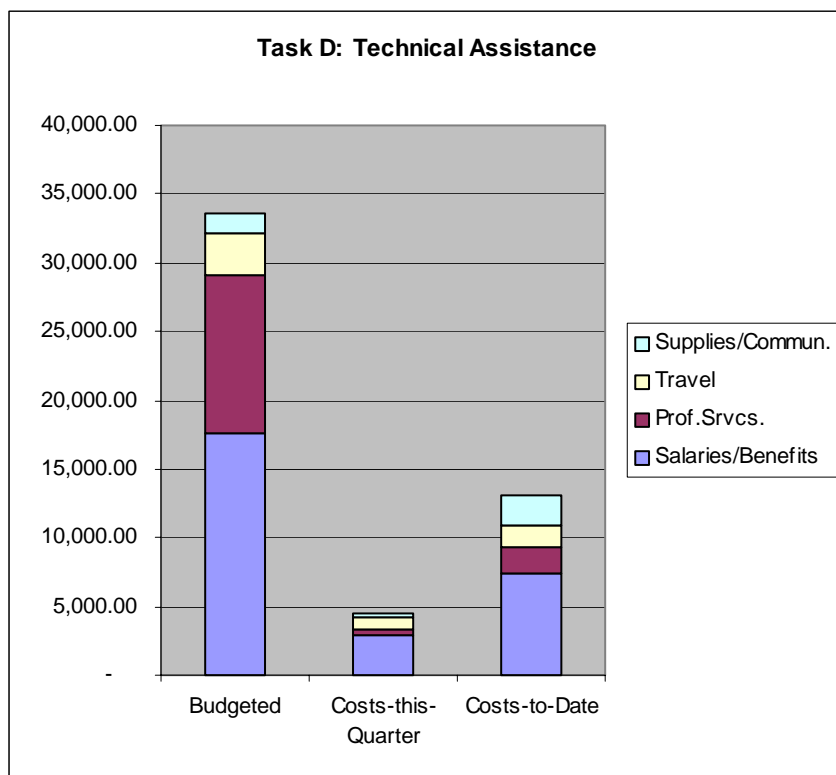
### ***Task D – Provide Information and On-Site Technical Assistance***

The Director spent 8% of his time providing 30 separate instances of technical assistance during this quarter. The Field Engineer spent 19.7% of his time providing 13 instances of technical assistance during this quarter.

The number of WATTS line calls in October, November and December was 419 for approximately 19 hours of communication.

Figure 4 and Table 8 show the amount of monies budgeted for Task D versus the costs-to-date (in direct costs).

**Figure 4: Information/Technical Assistance Budget vs. Costs-to-Date**





**Table 8: Information/Technical Assistance Budget Summary**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Second Quarter Actual Charges</b>	<b>1 Year Budget</b>	<b>Year-to-Date Actual Charges</b>
Salaries/Benefits	\$4,407.50	\$2,856.34	\$17,630.00	\$7,382.60
Professional Services	2,875.00	515.87	11,500.00	1,881.43
Travel	750.00	915.78	3,000.00	1,641.48
Supplies/Communications	350.00	241.69	1,400.00	2,131.85
<b>Total Direct Costs</b>	<b>\$8,382.50</b>	<b>\$4,529.68</b>	<b>\$33,530.00</b>	<b>\$13,037.36</b>

***Task E – Conduct or Arrange Seminars/Training Sessions***

During this three-month period, eleven workshops have been given at various locations throughout Montana. The variety of topics offered covers all aspects of the LTAP mission statement. The workshops were Work Zone Flagging, MACRS-PASER Training, League of Cities & Towns, Forklift Certification and Winter Travel/Survival.

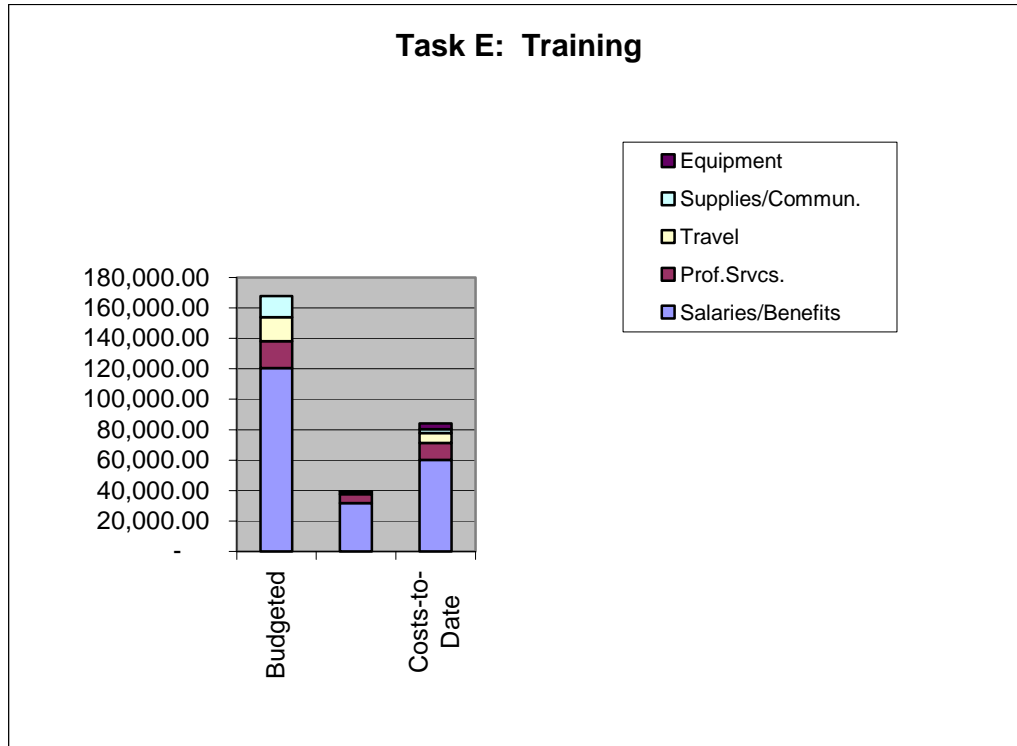
Approximately 91% of the Director's time, 80% of the Field Engineer's time, 4.9% of the Business Manager's time, 79% of the Program Coordinator's time, 6.3% of the Office Assistance's time, 39% of the Graphic Technician's time, and 29.6% of the LTAP students' time was spent on this task during the quarter.

Figure 5 and Table 10 show the amount of monies budgeted for Task E versus the costs-to-date (in direct costs).

**Table 9: Workshops/Training Sessions Conducted (October 1 to December 31, 2002)**

<b>Date</b>	<b>Title</b>	<b>Location</b>	<b># Attended</b>	<b>Instructor</b>
10/01/02	MACRS-PASER Training	Glendive	21	Steven Jenkins Sam Gianfrancisco
10/02/02	MACRS-PASER Training	Billings	17	Steven Jenkins Sam Gianfrancisco
10/03/02	MACRS-PASER Training	Fort Benton	13	Steven Jenkins Sam Gianfrancisco
10/07/03	MACRS-PASER Training	Whitehall	32	Steven Jenkins Sam Gianfrancisco
10/08/03	MACRS-PASER Training	Missoula	16	Steven Jenkins Sam Gianfrancisco
10/09/02	League of Cities & Towns	Butte	40	Steven Jenkins
11/14/02	Forklift Certification	Bozeman	11	Sam Gianfrancisco
11/21/02	Winter Travel/Survival	Missoula	34	Steven Jenkins
12/05/02	Winter Travel/Survival	Miles City	37	Steven Jenkins
12/06/02	Flagger Certification	Billings	8	Steven Jenkins
	<b>Total</b>		<b>229</b>	

**Figure 5: Seminars/Training Sessions Budget vs. Costs-to-Date**



**Table 10: Seminars/Training Sessions Budget Summary**

Cost Categories	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$30,144.00	\$31,855.44	\$120,576.00	\$60,080.56
Professional Services	4,375.00	5,815.82	17,500.00	11,280.83
Travel	3,971.75	1,588.17	15,887.00	6,405.40
Supplies*/Communications	3,458.50	240.04	13,834.00	2,628.87
Equipment				3,715.27
<b>Total Direct Costs</b>	<b>\$41,949.25</b>	<b>\$39,499.47</b>	<b>\$167,797.00</b>	<b>\$84,110.93</b>

\*Supplies include conference services costs related to workshops/seminars.

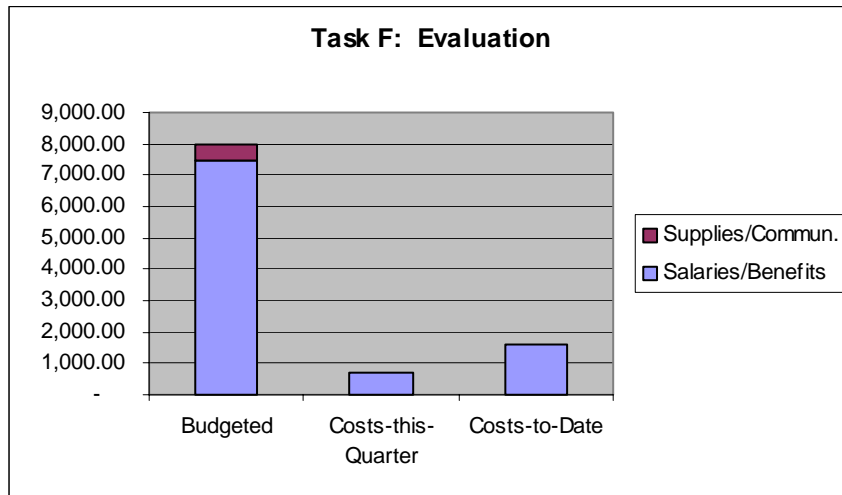
### ***Task F – Evaluation***

This task includes preparation of the Quarterly/Year-end Report, workshop/training evaluation summarization, and preparation for the annual LTAP Advisory Board meeting

Approximately .3% of the Director's time and 5.1% of the Business Manager's time was spent on this task during the quarter.

Figure 6 and Table 11 show the amount of monies budgeted for Task F versus the costs-to-date (in direct costs).

**Figure 6: Evaluation Budget vs. Costs-to-Date**



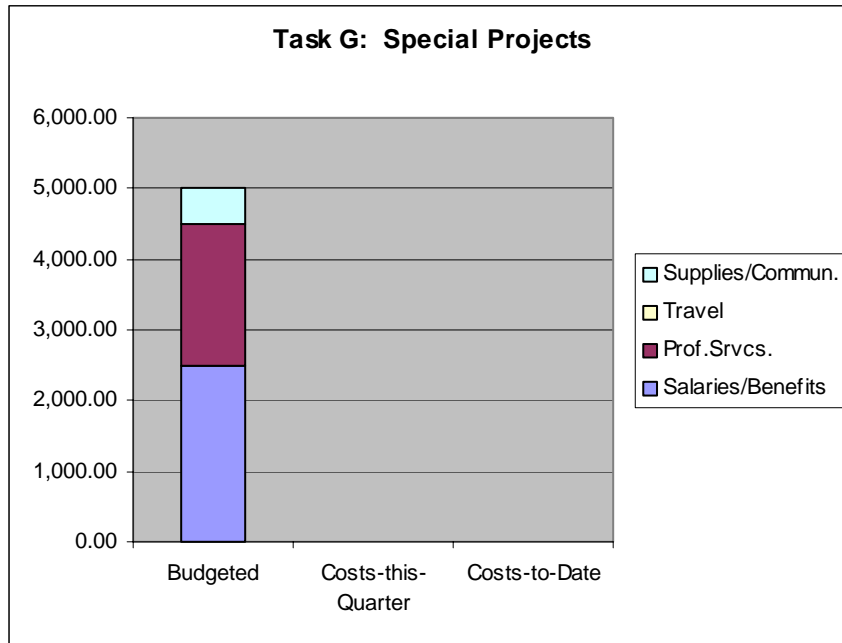
**Table 11: Evaluation Budget Summary**

Cost Categories	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$1,875.00	\$708.88	\$7,500.00	\$1,591.18
Professional Services	250.00		1,000.00	
Supplies/Communications	125.00		500.00	
<b>Total Direct Costs</b>	<b>\$2,250.00</b>	<b>\$708.88</b>	<b>\$9,000.00</b>	<b>\$1,591.18</b>

### ***Task G – Special Projects***

Funds are actively being pursued to upgrade and reprint the “Guidelines For Work Zone Safety” MDT pocket book. Members from the Montana Work Zone Safety Committee will be selected to edit and write the material.

**Figure 7: Special Project Budget vs. Costs-to-Date**



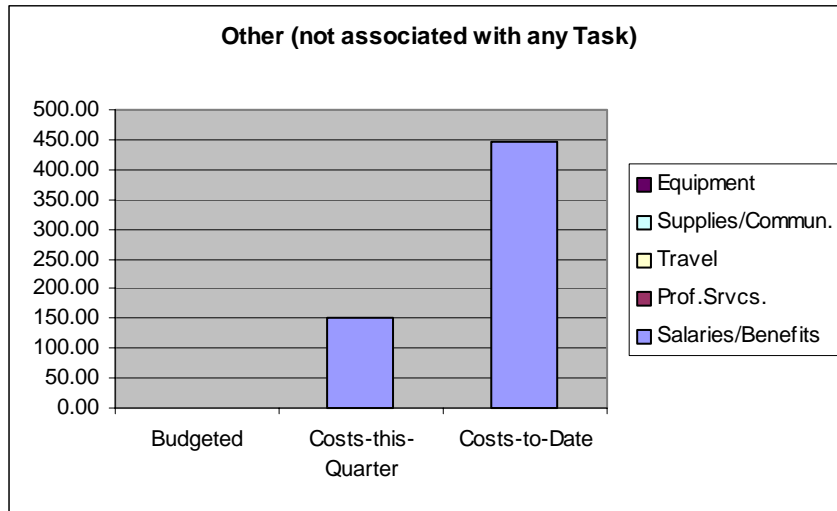
**Table 12: Special Project Budget Summary**

Cost Categories	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$625.00	0.00	\$2,500.00	0.00
Professional Services	500.00	0.00	2,000.00	0.00
Travel	0.00	0.00	0.00	0.00
Supplies/Communications	125.00	0.00	500.00	0.00
<b>Total Direct Costs</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>

## Other Costs

Other costs not associated with a specific task (i.e., supplies, administrative/accounting work, general office filing, travel to LTAP annual meeting, training new employees, etc.) have been summarized in Table 13. Approximately .6% of the Director's time was spent on non-task specific activities during this quarter.

**Figure 13: Other Costs Budget**



**Table 13: Other Costs**

Cost Categories	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$0.00	\$150.04	\$0.00	\$446.38
Professional Services	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Supplies/Communications	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
<b>Total Direct Costs</b>	<b>\$0.00</b>	<b>\$150.04</b>	<b>\$0.00</b>	<b>\$446.38</b>

## BUDGET SUMMARY BY CATEGORY

*Second Quarter 2002*

Direct Costs	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-date Actual Charges
Salaries/Benefits	\$41,201.50	\$39,341.34	\$164,806.00	\$74,964.36
Professional Services	9,250.00	8,825.30	37,000.00	16,944.96
Travel	4,971.75	2,503.95	19,887.00	8,046.88
Supplies/Communications	5,333.50	734.42	21,334.00	6,662.17
Equipment				3,715.27
<b>Total Direct Costs</b>	<b>\$60,756.75</b>	<b>\$51,405.01</b>	<b>\$243,027.00</b>	<b>\$110,333.64</b>
Indirect Costs	14,493.25	12,262.43	57,973.00	26,319.59
<b>Total Direct and Indirect Costs</b>	<b>\$75,250.00</b>	<b>\$63,667.45</b>	<b>\$301,000.00</b>	<b>\$136,653.23</b>

## BUDGET SUMMARY BY TASK

*Second Quarter 2002*

Task	Quarterly Budget	Second Quarter Actual Charges	1 Year Budget	Year-to-date Actual Charges
Mailing List	\$ 425.00	\$ 367.63	\$ 1,700.00	\$ 367.63
Newsletter	4,000.00	5,199.24	16,000.00	8,710.74
Technology Transfer Materials	2,500.00	950.08	10,000.00	2,069.43
Information/Technical Assistance	8,382.50	4,529.68	33,530.00	13,037.36
Seminars/Training Sessions	41,949.25	39,499.47	167,797.00	84,110.93
Evaluation	2,250.00	708.88	9,000.00	1,591.17
Special Projects	1,250.00	0.00	5,000.00	0.00
Other Costs	0.00	150.04	0.00	446.38
<b>Total Costs</b>	<b>\$ 60,756.75</b>	<b>\$51,405.02</b>	<b>\$243,027.00</b>	<b>\$ 110,333.64</b>

## ***SUMMARY***

The Montana LTAP provided Pavement Management training statewide for city and county governments. The PASER system of rating roads was presented in each of the highway districts for county officials. The course included GASB-34 instruction and ideas for officials to prioritize road improvement projects. Similar training was provided for the cities at the League of Cities & Towns meeting in Butte. It is hoped that cities and counties will get a better idea of the level of service provided on local roads.

Other courses offered included seasonal winter maintenance and survival, equipment training and work zone classes. Efforts have also been made to prepare for the 2<sup>nd</sup> Safety Congress meeting.